

CITY OF ATLANTA, GEORGIA CLASSIFICATION SPECIFICATION

Job Title: Police Officer

Date: 1995

Purpose of Job

The purpose of this job is to protect life and property by enforcing all city statutes, ordinances and the laws and regulations of the state for which the Police Department is accountable. Duties include, but are not limited to: patrolling city streets and businesses to ensure security; assisting fellow officers and with interdepartmental duties and city activities; responding to the needs of the general public by performing rescues, giving information and direction, mediating disputes and deterring criminal activity within the community; compiling reports, preparing cases for trial and appearing in court; and maintaining and updating records for proper documentation.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Productivity and Accountability:

- Enforces all city and state codes, ordinances, laws and regulations, both traffic and criminal, in order to protect life and property and to prevent crime and promote security.
- Actions dispatch communications; responds to emergency calls and calls for assistance; assists and/or backs fellow officers as requested/necessary on domestic and theft calls, executing warrants and serving subpoenas, etc; participates in raids and riot control operations.
- Responds to accident calls; gathers information at the accident scene; investigates and reconstructs serious injury or fatal accidents; interviews victims and witnesses; issues traffic citations and backs fellow officers on traffic stops; investigates hit and run accidents; notifies next-of-kin as necessary.
- Performs rescue functions at accidents, emergencies and disasters to include directing traffic, administering emergency medical aid, and managing dangerous situations; interacts with E.M.T. teams.
- Investigates reported crimes by interviewing and obtaining statements of victims, witnesses, suspects and confidential informants; determines reasonable suspicion to detain and/or probable cause to search; pursues

fleeing and subdues resisting suspects; effects arrests; processes and transports prisoners.

- Follows-up on injured person at medical facilities; follows court cases/legal actions.
- Enters/retrieves data to/from computer system including stolen property, arrest and wanted information, investigation data, criminal records check, etc.

Planning and Organizing:

- Schedules field interviews; organizes photo and identification line-ups; plans to appear in court; arranges to obtain warrants; prepares for additional training.
- Inventories office supplies and equipment; orders and maintains sufficient amount to ensure adequate units are available to perform daily tasks.

Communication:

- Communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Responds to questions, complaints and requests for information by telephone or in person from news media representatives, merchants, the general public, employees, superiors, etc.
- Communicates with attorneys and court personnel; appears in court to present evidence and testimony; corresponds with medical examiner; confers with medical professionals for victim, witness or suspect condition update.
- Contacts command/supervisory personnel by radio, telephone, pager/beeper, voice mail, etc., for emergency response and critical incident communications.
- Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.

Administrative Duties:

- Maintains current field and code manuals, policy and procedures, employee handbooks, various maps, etc., for reference and/or review.
- Substitutes for co-workers in temporary absence of same; performs flexible unit assignments as needed in emergency response; performs other administrative tasks as assigned.
- Attends shift meetings, seminars and training sessions as required to remain knowledgeable of departmental and city operations, to promote improved job performance and to stay current with changing state/municipal policies, procedures, codes and criminal/civil case law.

Problem Identification and Solution:

- Maintains high visibility by patrolling assigned area, city streets, parks, neighborhoods and businesses to ensure security; makes observations for prowlers, homeless people, would-be thieves and suspicious persons; conducts stakeouts and supports surveillance teams.
- Identifies problem locations and performs surveillance of same; collects and reviews data and developing trends pertaining to those locations; develops strategy to manage same.
- Coordinates and conducts road blocks; administers roadside field sobriety tests; identifies wanted persons/vehicles; assists stranded motorists.
- Identifies illegal drugs and hazardous materials; remains knowledgeable of prescription drugs.

Equipment Use and Maintenance:

- Operates a law enforcement vehicle, during day and/or night hours; inspects maintenance of vehicle prior to using and requests service and/or repairs as needed; operates and utilizes various radio devices for communications.
- Utilizes and maintains weapons and equipment, including radar speed detection device, gun, nightstick, handcuffs, flashlight, etc., in functional and presentable conditions; performs firearm requirements at prescribed departmental levels.
- Operates a photocopy machine to copy and a facsimile machine to transmit and receive correspondence, documents and reports; may use a typewriter to complete forms and documents; uses a calculator to compile and compute numbers for reports and statistics.
- Uses knowledge of various software programs in an effective and efficient manner to operate a computer, printer, etc., to enter, store and retrieve data to prepare and produce reports, compose routine correspondence and disseminate information to others on the system.

Record Keeping and Documentation:

- Prepares daily activity reports, vehicle maintenance requests, crime, offense, incident, accident, impound and clear-up reports; documents arrest bookings, evidence, traffic citations, etc.
- Maintains statistics and prepares monthly and weekly reports; compiles and prepares documentation of court cases for prosecution; keeps file on court dates.
- Completes daily time sheet, field interview form, domestic crisis interview, complaint and various other forms and documents; processes property/evidence; prepares bind-over packets.
- Maintains files and records of reports, forms, requests, memoranda, etc.

- Completes maintenance requests for equipment needing service and/or repair; composes and prepares routine correspondence, letters, memoranda and other documents.

Interpersonal Relations:

- Attends community meetings and assists with community activities, programs and crime prevention; interacts with citizens, business owners and the general public by giving information and directions, mediating disputes and advising of rights and process.
- Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when their activities or investigations are related to on-going investigations being conducted by the Atlanta Police Department; works to achieve the highest level of cooperation and efficiency possible.

Marginal Job Functions

- Performs other related duties as required.

Knowledge of Job

Has general knowledge of the principles, practices and procedures of the City, Police Department and the various department operations and functions. Has general knowledge of local ordinances and law enforcement, arrest and courtroom practices, policies and procedures as necessary in the completion of daily responsibilities. Is able to follow policies, procedures, plans and activities and to perform to established goals. Knows how to perform operations and comply with staff plans and objectives for the expedience and effectiveness of specific duties of the City. Has general knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Knows how to keep abreast of any changes in policy, methods, operations, equipment needs, etc. as they pertain to departmental operations and local law enforcement activities. Is able to effectively communicate and interact with supervisors, elected officials, employees, members of the general public and all other groups involved in the activities of the City as they relate to the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational and human relations skills. Is able to use independent judgement and discretion in the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has general knowledge of the terminology, principles and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret reports and related materials. Is able to follow all pre-cautionary measures when dealing with suspects who are known to be dangerous. Is able to remain calm in emergency and/or life threatening situations.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED required; previous experience in a law enforcement environment preferred; or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities for this job. Must be at least 21 years of age, P.O.S.T. certified, licensed and qualified to operate a firearm, and possess a valid Georgia driver's license.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of job related machines and equipment. Must be able to use body members to work, move or carry related objects or materials. Must be able to exert up to one hundred pounds of force occasionally, and/or up to fifty pounds force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of fifty to one hundred pounds.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to speak and signal to people to convey or exchange professional information.

LANGUAGE ABILITY: Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures related to police work and law enforcement. Requires the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision; to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Require the ability to record and deliver information such as in public speaking situation, to explain procedures, to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret as may be appropriate.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to coordinate body members in utilizing job related/law enforcement equipment (i.e., motor vehicles, firearms, handcuffs, office equipment, etc.) and in the physical act of performing arrest mechanics.

COLOR DISCRIMINATION: Require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

MANUAL DEXTERITY: Requires the ability to handle a variety of office/law enforcement equipment items. control knobs, switches, etc. Must have the ability to use one hand of twisting motion or turning motion while coordinating other hand with different activities. Must have eye/hand/foot coordination.

PHYSICAL COMMUNICATION: Requires the ability to speak (talking- expressing or exchanging ideas by means of spoken words), hear (hearing-perceiving nature of sounds by ear), and signal (using body members).